



Job Opportunity

State Controller's Office

Position: Staff Services Analyst/Associate Governmental Program Analyst | Statewide

Location: Personnel/Payroll Services Division
710 Riverpoint Court, West Sacramento, CA 95605

Issue Date: June 20, 2007

Final Filing Date: Until Filled

Contact/Telephone:

Sylvia Sadler, (916) 373-5482

Who May Apply: Individuals who are currently in this classification, eligible for lateral transfer or promotion, or reachable on a certification list

California Relay Service: 1-800-735-2929

Position Number(s): 051-221-5157-751

Please call (916)323-3055 to request reasonable accommodations

Scope of the Position:

Under the supervision of a Staff Services Manager I within the 21st Century Project, the incumbent performs tasks associated with system development, implementation, and training. The focus of the project is to replace the State's current payroll, employment, position management, time and attendance, and leave accounting systems with a fully integrated human resources/payroll system for use by state departments.

Duties and Responsibilities:

Candidates must perform the following essential functions with or without reasonable accommodations

Note: Proposed duties will be appropriately allocated upon selection of the identified candidate and subject to the level of appointment. The incumbent will perform specific duties that include but may not be limited to the following:

- Work with business partners, departments and control agencies to determine needs, gather information and identify impacts to affected groups.
- Negotiate agreements, identify issues, and develop alternatives.
- Prepare stakeholders for organizational business process and cultural changes resulting from the 21st Century implementation.
- Represent the State Controller's Office on various task forces and focus groups comprised of departmental, control agencies, and campuses.
- Participate in the implementation process by developing implementation materials and preparing departments for system conversion.
- Participate in the development and execution of training programs for state departments and California State Universities.
- Plan activities to address training needs and identify resource requirements.
- Design training curriculum – establish learning objectives and develop content and documentation to be used for classroom learning, on-the-job training, and online reference.



The State Controller's Office is committed to providing equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, gender, disability, religious or political affiliation, age, or sexual orientation.



- Identify and utilize the most appropriate training methods and tools.
- Write lesson plans and determine the appropriate method, length, environment and media.
- Produce procedures, process flow diagrams, reference manuals, and job aids.
- Evaluate training effectiveness and adjust training content and processes as necessary.

Desirable Qualifications:

- Experience and knowledge of the state's human resource functions (e.g. payroll, personnel, benefits, position management, timekeeping and leave accounting);
- Experience providing training to groups or individuals;
- Excellent interpersonal and customer service skills;
- Excellent communication skills;
- High degree of initiative with the ability to work in a team setting;
- Strong analytical abilities;
- Able to adjust priorities and meet deadlines and adapt to changing work assignments;
- Strong experience working with personal computers and knowledge of software applications such as: Microsoft Word, PowerPoint, Outlook, and the Internet; and
- Experience in or knowledge of system development and implementation.

*** Top reasons to apply for/accept this position:**

1. The opportunity to participate at the starting level of this new statewide business-critical project.
2. Your experience and background with the new project and its functionality will make you a valuable asset marketable to departments statewide.
3. This position is designated "excluded", which provides additional benefits such as State paid life insurance, possible additional leave credits, option for annual leave and other benefits associated with excluded positions.

Note: Free Parking.

Note: Statewide travel is anticipated and may be required.

Learn more about the project at: www.21stcentury.ca.gov

Applications will be screened and only the most qualified will be interviewed

How to Apply:

All hires will be subject to a background check.

For permanent positions, SROA and Surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.

Please submit a STD. 678 State Application and Résumé to:

State Controller's Office

21st Century Project, Personnel/Payroll Services Division

P.O. Box 942850

Sacramento, CA 94250-5875

Attn: Sylvia Sadler